

**VIRGINIA BOARD OF NURSING  
EDUCATION INFORMAL CONFERENCE COMMITTEE  
MINUTES  
November 10, 2009**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:04 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Richmond, Virginia.

MEMBERS PRESENT: Judith E. Piersall, R.N., B.S.N., Chairperson  
Florence Jones-Clarke, R.N., M.S.

STAFF PRESENT: Jay Douglas, R.N., M.S.M., C.S.A.C., Executive Director  
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director  
Jessica C. Ressler, R.N.C., M.S.N., Nursing Education Consultant  
Jean Moseley, R.N., M.S., On-Site Visitor  
Laura Mueller, Administrative Assistant

CONFERENCES SCHEDULED:

**REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS**

**Approval Survey Visit**

Standard Healthcare – Practical Nursing Education Program, Falls Church

Joy Nosegbe, R.N., Executive Director was in attendance.

At 9:10 a.m., Ms. Jones-Clarke moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Standard Healthcare Practical Nursing Education Program in Falls Church. Additionally, she moved that Ms. Douglas, Mrs. Ressler, Dr. Saxby, Ms. Moseley and Laura Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:17 a.m.

Ms. Jones-Clarke moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend:

Grant full program approval based on four quarters of above 80% on the NCLEX-PN scores following graduation of their first class.

**Quarterly Report for Review**

Fortis College – Practical Nursing and Associate Degree Nursing Education Programs, Richmond

Lucy Smith, Director of Nursing was in attendance.

**Action:** Recommend:

Accept the report as information and approve the additional hours to the curriculum plan. The next quarterly report is due January 1, 2010.

**Approval Survey Visit and Quarterly Report**

Global Health Nurse Training Services – Associate Degree Nursing Education Program, Alexandria

Mariatu Kargbo, Executive Director and Mino Isopesou, Former Student was in attendance.

At 9:51 a.m., Ms. Jones-Clarke moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Global Health Nurse Training Services Associate Degree Nursing Education Program in Alexandria. Additionally, she moved that Ms. Douglas, Mrs. Ressler, Dr. Saxby, Ms. Moseley and Laura Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:09 a.m.

Ms. Jones-Clarke moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend:

1. Continue provisional approval for this pre-licensure RN ADN nursing education program until the Board receives two more quarters of the NCLEX-RN scores;

2. Accept the quarterly report as information. The next quarterly report is due January 1, 2010; and
3. Require an exception be submitted for both faculty members who are associate degree nurses within the next 15 days.

**Response to Board Request**

Saint Michael College of Allied Health – Associate Degree Nursing  
Education Program, Alexandria

Michael Adedokun, Program Director was in attendance.

At 10:45 a.m., Ms. Jones-Clarke moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Saint Michael College of Allied Health Associate Degree Nursing Education Program in Alexandria. Additionally, she moved that Ms. Douglas, Mrs. Ressler, Dr. Saxby, Ms. Moseley and Laura Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:03 a.m.

Ms. Jones-Clarke moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

**Action:** Recommend:

1. Provide a current clinical agency summary with current contracts reinforced by agencies;
2. Provide current traditional curriculum plan including general education requirements and pre-requisites with clinical hours and lab hours identified;
3. Provide current faculty summary with licenses for each faculty member;
4. Provide a student admission plan and a description of each cohort (day and evening);
5. Provide the floor plan with the dimensions and plan for each space;
6. A site visit will be scheduled after the documentation requested is successfully reviewed by the Board; and
7. Provide zoning and business licenses.

**Complaint Visit of a Nurse Aide Education Program**

Professional Career Institute, Richmond

Valerie Bester, Program Manager was in attendance.

**Action:** Recommend:

1. Accept the documentation presented as information; and
2. Schedule a complete on-site survey visit in February 2010.

The following suggestions were made for improving the program:

1. Immediately discontinue use of The Towers (Assisted Living Facility) and place these students in a long-term care facility as required in the regulations;
2. Immediately reduce the instructor/student ratio to 1:10 as required in the regulations;
3. Immediately send all paperwork to the Board of Nursing on the current instructors for approval;
4. Immediately send a copy of the contract for the long-term care facility which will be utilized in place of The Towers and for The Laurels of Bon Air;
5. Immediately reduce the number of students in the skills lab and add an instructor so that student competency can be properly evaluated;
6. The administrator and course coordinator may wish to thoroughly review the Board of Nursing regulations in order to maintain compliance;
7. The administrator and course coordinator may wish to contact the Deputy Executive Director of Education for guidance when necessary.

Ms. Douglas left the meeting.

**Complaint Visit**

Star Institute – Practical Nursing Education Program, Fairfax

**Action:** Recommend:

By December 1, 2009, provide:

1. Evidence of sufficient availability of clinical sites to meet student needs and Board requirements;
2. A completed clinical agency form with copies of contracts for each clinical site;
3. A zoning permit or letter from the county stating it is not necessary;
4. A detailed report, including photographs, showing the revision of the skills lab. Include an inventory list of all available supplies;
5. A copy of the current business license;

6. Purchase orders for the equipment necessary to teach students in the skills learning lab;
7. Either an inventory list of the books in the library or a copy of a contract with an on-line library provider;
8. A list of student names and the dates on which they were admitted to this school;
9. Clear documentation of the enrollment numbers in each cohort;
10. A current curriculum plan for all classes. If the plan differs from the one approved by the Board, submit the original plan also;
11. The number of laboratory and clinical hours for each course wherever applicable; and
12. The names of all transfer students, the dates on which they were admitted, and the names of the school from which they transferred.

The Program Director will need to appear before the Informal Conference Committee in January 2010. At that meeting the Board will consider the documentation provided and make a determination regarding continued provisional approval or the inability of this program to satisfactorily meet the Board requirements and thus rescind provisional approval.

#### **Unannounced Complaint Investigation Visit**

National School of Nursing and Allied Health, Inc. – Practical Nursing Education Program, Woodbridge

**Action:** Recommend:

By December 1, 2009, provide:

1. Provide the Board of Nursing with clinical agency contact names and phone numbers;
2. Provide a list of student names and dates of enrollment with anticipated graduation dates;
3. Provide the clinical agency form of facilities utilized with the individual contracts;
4. Provide an inventory of equipment in the skills lab and/or purchase orders for equipment required to teach students nursing skills;
5. Provide proof of library inventory; and
6. Provide a curriculum plan for each current cohort listing the numbers of hours for each clinical course. This document must be notarized and received at the Board office within ten (10) days following receipt of the Board action letter.

The Program Director will need to appear before the Informal Conference Committee in January 2010. At that meeting the Board will consider the documentation provided and make a determination regarding continued provisional approval or the inability of this program to satisfactorily meet the Board requirements and thus rescind provisional approval.

**Provisional Approval Site Visit**

Asher Comprehensive Training Center - Practical Nursing Education Program, Richmond

**Action:** Recommend:

1. Accept the documentation of the site visit;
2. As a result of an unsuccessful site visit, the Program Director must communicate with the Board and present evidence to the Board that the physical site is completely prepared to teach students the clinical skills associated with a pre-licensure nursing education program; and
3. Authorization to advertise and admit students is **not** granted until a successful site visit is conducted at this school.

The following suggestions were made for improving the program:

1. Remove any books older than 5 years from the library shelves. If those books are considered of historical value, then place them onto a separate shelf labeled "Archived" or "Historical Material";
2. Upgrade the nursing skills lab to current teaching strategies with adequate supplies and equipment; and
3. Consider obtaining at least two computers for student use with software and Internet access.

**Approval Survey Visit**

Medical Learning Center – Practical Nursing Education Program, Alexandria

The following **requirements are not met** by this nursing education program:

1. No high school transcript was present in 18 of the 38 student records that were reviewed; 18VAC90-20-110.B
2. 1 diploma was not translated into English; 18VAC90-20-110.B
3. 7 student records had no diploma- required by the school-high school transcript required by 18VAC90-20-110.B;
4. 1 student record had a college diploma, but no college transcript; 18VAC90-20-110.B
5. Records are not housed in fireproof cabinets, however a contract has been signed with Virginia Hospital Center to back up the files with electronic records; 18VAC90-20-110.B
6. Professional competency activities were not included in the faculty's personnel records, nor were they available for review; 18VAC90-20-90.A.3
7. There is no office for the Director of Nursing; 18VAC90-20-130.C and
8. The program description and description of the educational facilities are not published and were not available to students, applicants, and the board; 18VAV90-20-110.C

**Action:** Recommend:

1. Grant continued provisional approval to this practical nursing education program with quarterly reports for the next 4 quarters;

2. The quarterly reports will be due January 1, 2010; April 1, 2010; July 1, 2010; and October 1, 2010 and should reflect the current state of this practical nursing education program-number of students enrolled in each cohort, the progress toward graduation, a clinical site roster, a faculty summary;
3. The above requirements not met must be addressed and their resolution presented to the Board within 15 days; and
4. Submit to the Board the response to the recommendations for program improvement within the next 30 days.

The following **recommendations** are made for program improvement:

1. Establish a faculty meeting calendar and distribute to all faculty members;
2. Develop an agenda for faculty meetings that include discussion of the systematic plan of evaluation for total program review;
3. Revise and simplify the systematic plan of evaluation;
4. Record faculty minutes and include the systematic plan of evaluation review;
5. The director and faculty may wish to discuss and draft a policy for the event of H1N1 including alternatives to classroom instruction and clinical rotations;
6. The director and faculty may wish to define the passing score for the re-admission test;
7. The director and owner may wish to revise the application policy so that a medical history and proof of immunization is provided to the school prior to admission;
8. The director of nursing may wish to add a grievance policy to the student handbook;
9. The director and owner may wish to decide if TOEFL testing would be helpful in the admission process for students for whom English is their second language;
10. The director of nursing and faculty should review the grading scale as 20% is awarded to students for "class participation/group assignments;"
11. The director of nursing and faculty should review the attendance policy to determine a reasonable absentee policy for both the classroom and clinical rotations;
12. The director of nursing and faculty may wish to add several pharmacology and dosage calculation problems to each quiz and test whenever appropriate;
13. The director of nursing should encourage the faculty to attend workshops directly related to teaching in both the classroom and clinical environment;
14. The director of nursing must improve the use of the skills lab on weekends;
15. The director of nursing, faculty, and owner must develop a policy regarding the end-of-program comprehensive exam including the passing score, the consequences of failing the exam, and any remediation or alternatives for successful passage of the exam;

16. The owner and director must firmly determine program start and end dates and remain committed to program completion within that timeframe. These dates must be published for the applicants, the students, and the board;
17. The owner, director, and faculty must review and revise the position descriptions for both the Director of Nursing and faculty, including the clinical faculty;
18. Remove the words "train the trainer" from the instructor position description; and
19. The director of nursing and faculty should review, revise, and update the course descriptions in the student handbook/catalog- especially Med/Surg I and II clarifying objective 4 and Pediatrics adding an objective for the recognition and interventions taught for children who have been abused.

#### **Continued Approval Survey Visit**

Suffolk Public Schools/Sentara Obici Hospital – Practical Nursing Education Program, Suffolk

#### **Action:**

Continued approval of this practical nursing program and the next scheduled on site visit for 2017.

The following suggestions were made for program improvement:

1. Explore creative and collaborative strategies for providing patient simulation experiences; and
2. Assess the possibility of increasing the laboratory space, number of beds, and supplies.

#### **Quarterly Report that Meet Requirements**

Fortis College – Associate Degree Nursing Education Program, Norfolk

Dionne Gibbs, RN, Director of Nursing and Holly Forester, Faculty Member was in attendance.

**Action:** Recommend acceptance of the quarterly report as information. The next quarterly report is due January 1, 2010.

#### **Quarterly Report for Review**

The University of Virginia College at Wise – Baccalaureate Degree Nursing Education Program, Wise

**Action:** Recommend:

Accept the quarterly report as information. The next quarterly report is due January 1, 2010.

### **Quarterly Reports that Meet Requirements**

**Action:** Recommend acceptance of the quarterly reports as information for the following Nursing Education Programs. The next quarterly report is due January 1, 2010.

Bon Secours Memorial College of Nursing – Baccalaureate Degree Nursing Program, Richmond  
Bryant & Stratton College – Associate Degree Nursing Education Program, Richmond  
Career Training Solutions – Associate Degree Nursing Education, Fredericksburg  
Carilion Stonewall Jackson Hospital – Practical Nursing Education Program, Lexington  
Danville Community College – Associate Degree Nursing Education Program, Danville  
Eastern Shore Community College – Practical Nursing Education Program, Melfa  
Fortis College – Associate Degree Nursing Education Program, Norfolk  
(The) George Washington University – Baccalaureate Degree Nursing Education Program, Ashburn  
J. Sargeant Reynolds Community College (PN Program), Richmond  
Jefferson College of Health Sciences (BSN Program), Roanoke  
Longwood University (BSN Program), Farmville  
Medical Careers Institute (PN Program), Richmond  
Medical Careers Institute – Practical Nursing Education Program, Richmond  
Rappahannock Community College – Associate Degree Nursing Education Program, Warsaw  
REDD Educational Institute – Practical Nursing Education Program, Norfolk  
Sentara College of Health Sciences – Baccalaureate Degree Nursing Education Program, Chesapeake  
Southside Regional Medical Center - Diploma On-line Nursing Education Program, Petersburg  
Stratford University – Baccalaureate Degree Nursing Education Program, Falls Church  
Ultimate Health School – Practical Nursing Education Program, Falls Church

### **Information Received from NLNAC**

**Action:** Recommend:

No action is required by the Board. The report from NLNAC is regarding actions taken for Virginia schools that were surveyed Spring 2009. This report is information only. The Education data base will be updated to reflect NLNAC accreditation for ECPI, Virginia Beach.

**Response to Board Request**

Southside Regional Medical Center – On-line Diploma Degree Nursing Education Program, Petersburg

**Action:** Recommend:

1. Accept the documentation regarding computer tech support as information; and
2. The next quarterly report is due January 1, 2010.

**Continued Faculty Exception**

Prince William County School - Practical Nursing Education Program, Manassas

**Action:** Recommend:

Accept the faculty exception as information.

**Response to Complaint**

Centura College – Practical Nursing Education Program, Norfolk

**Action:** Recommend:

No action is needed as there are no violations of the regulations

**Application to Establish a Nurse Aide Education Program**

Hopewell High School, Hopewell

**Action:** Recommend:

Approval of the nurse aide education program at Hopewell High School pending receipt of the following:

Remove the word “Certified” on the Certificate of Completion.

**On-Site Visit Review Report – Programs requiring remediation to meet all regulations**

Eastern Shore Community College, Melfa

**Action:** Recommend:

Conditional approval with thirty (30) days to meet the following requirement:

Ensure that all instructional personnel meet the requirements to teach nurse aide students [18 VAC 90-25-30.D.].

**On-Site Visit Review Report – Programs requiring remediation to meet all regulations**

Trinity Mission of Rocky Mount, Rocky Mount

**Action:** Recommend:

Conditional approval with thirty (30) days to meet the following requirement:

Add content and objectives for “caring for prosthetic and orthotic devices [18 VAC 90-25-40.A.6.e.]”.

**On-Site Review Report – Programs meeting all regulations**

**Action:** Recommend continued approval of the following nurse aide programs:

Buchanan Technical and Career center, Grundy  
Dogwood Village of Orange County, Orange  
Southwest Virginia Community College, Richlands  
Warren Memorial Hospital, Front Royal

**Program Evaluation Report - Advanced CNA Program meeting all regulations**

**Action:** Recommend continued approval of the following Advanced nurse aide education programs:

Warren Memorial Hospital, Front Royal

**Program Evaluation Report – Programs meeting all regulations**

**Action:** Recommend continued approval of the following nurse aide programs:

American Red Cross, Richmond  
Appomattox County High School, Adult Program  
Augusta Nursing and Rehabilitation Center, Fishersville  
Bedford Science and Technology Center, (Adult and High School),  
Bedford  
Berkshire Health and Rehabilitation Center, Vinton  
Blue Ridge Job Corps, Marion  
Blue Ridge Nursing Center, Stuart  
Botetourt Technical Education Center, Fincastle  
Campbell County Technical Center, Rustburg  
Care Plus Nursing Services and Training Center, Woodbridge  
Chesapeake Public Schools (Adult program), Chesapeake  
Dailey’s Health Care, Inc., Chesapeake  
Dickenson County Career Center, Clinchco  
Genesis Woodmont Center, Fredericksburg  
George Washington High School, Danville  
Germanna Community College, Locust Grove

Giles County Technical Center, Pearisburg  
Golden Living center (Shenandoah Valley), Buena Vista  
Henrico County Public Schools (Highland Springs Technical Center,  
Adult Education Center, Hermitage Technical Center, Virginia Randolph  
Community High School)  
J. Sargeant Reynolds Community College, Richmond  
Gee's Career Training Institute, Woodbridge  
Madison County High School, Madison  
Nelson County High School, Lovingston  
New Horizon's Regional Education Centers (High School & Adult),  
Hampton  
New River Community College, Dublin  
North Stafford High School, Stafford  
Northern Neck Technical Center, Warsaw  
Oaks Springs of Warrenton, Warrenton  
Page County Technical Center (High School & Adult), Luray  
Patrick County High School, Stuart  
Petersburg High School (Adult and High School), Petersburg  
Pittsylvania Career & Technical Center, Chatham  
Powhatan High School, Powhatan  
Pulaski County High School, Dublin  
Salem Health & Rehabilitation Center, Salem  
Sentara College of Health Sciences, Chesapeake  
Skyline Terrace Nursing Home, Woodstock  
South Central Area Health Education Center (AHEC), Altavista  
Southside Virginia Community College (Alberta, South Hill, Nottoway  
Technical Center, Amelia-Nottoway Technical Center, Emporia, Jarrat)  
Spotsylvania Career & Technical Center, Spotsylvania  
Standard Health Care, Falls Church  
STOP Organization, Suffolk  
Sunnyside Communities, Harrisonburg  
T.C. Williams High School, Alexandria  
Tidewater Community College, Virginia Beach  
Trinity Mission of Charlottesville, Charlottesville  
Virginia Health Services, Inc. (York Convalescent Rehabilitation Center,  
James River Convalescent Rehabilitation Center, Lancashire  
Convalescent Rehabilitation Center, Walter Reed Convalescent  
Rehabilitation Center)  
Virginia Highlands Community College, Abingdon  
Virginia Veterans Care Center, Roanoke

Meeting adjourned at 1:54 p.m.

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Paula B. Saxby, R.N., Ph.D.  
Deputy Executive Director

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Jessica C. Ressler, R.N.C., M.S.N.  
Nursing Education Consultant